

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**PHYSICIAN ASSISTANT**

**JOB DESCRIPTION**

Employees in this job function as professional mid-level health care practitioners, administering and overseeing a variety of assignments related to the provision of primary and inpatient health care services for patients of state facilities. Employees provide health care services as dependently licensed professionals working within their legally defined scope of practice.

There are three classifications in this job.

**Position Code Title – Physician Assistant-E**

Physician Assistant P11

This is the experienced level. The employee performs a full range of professional health care practitioner assignments as a Physician Assistant in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Physician Assistant-A**

Physician Assistant 12

This is the first advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**Position Code Title – Physician Assistant-S**

Physician Assistant 13

This is the second advanced level. The employee serves as a first level staff specialist in a recognized medical area of specialty that has been assigned by the agency and accepted by Civil Service.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Accepts referral of patients from nursing staff, other health care professionals, custodial, and administrative staff.

Initiates an appropriate assessment of patient's health status, ranging from focused to comprehensive, depending upon the setting (e.g., emergency, structured screening, scheduled visit).

Obtains patients' health history from interview of patient and others, and from review of pertinent health records.

Performs physical examinations.

Consults with colleagues, supervising physicians, specialists, and other health professionals as appropriate.

Orders pertinent diagnostic tests and procedures.

Performs diagnostic tests and procedures and therapeutic procedures, within the scope of practice, including venipuncture; intradermal tests; intramuscular and subcutaneous injections; electro-cardiogram; control of external hemorrhage; application of dressings and bandages; administration of medications; intravenous fluids; removal of superficial foreign bodies; cardiopulmonary resuscitation; auditory screening; visual screening; and aseptic and isolation techniques.

Performs medical procedures including incisions and drainage, wound care, debridement, and suturing of lacerations; and applies and removes casts and traction devices.

Collects specimens for and carries out commonly performed blood, urine, and stool analyses and cultures.

Interprets health information and establishes diagnoses consistent with the accumulated data.

Formulates treatment plan, ensuring timely provision of necessary health care services.

Orders necessary medications and other therapeutic equipment and supplies within the scope of practice.

Educates and informs patients regarding the nature of the illness and the progress of evaluation and treatment.

Educates patients regarding health promotion and disease prevention.

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Analyzes accumulated health information and collects additional observational, interview, historical, physical examination, and diagnostic data, modifying treatment as appropriate.

Makes health record entries which are legible, concise, and timely.

Advocates for the rights of patients.

Provides primary clinical therapy and treatment of individual and groups of patient(s).

Participates in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures.

Participates in various committees to improve the quality of health care.

Participates in the collection and preparation of reports on patient care activities.

Participates in research projects and in the preparation of articles for publication.

Conducts audits related to advanced practice health care techniques and takes part in quality assurance programs.

Maintains current knowledge in the field of practice and informs staff of changes.

Maintains records and prepares reports and correspondence related to the work.

Performs related functions appropriate to the class as required.

### **ADDITIONAL JOB DUTIES**

#### **Physician Assistant 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Physician Assistant 12 (Senior Worker)**

Performs on a regular and recurring basis work that is identified by the agency and accepted by Civil Service as more complex than work performed at the experienced level of the classification series.

#### **Physician Assistant 13**

Provides expertise in a medical specialty area that has been identified by the agency and accepted by Civil Service.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of health sciences, including anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology.

Knowledge of the fields of specialized medicine including internal medicine, general surgery, surgical subspecialties, obstetrics and gynecology, dermatology, emergency medicine, and psychiatry.

Knowledge of laboratory medicine.

Knowledge of patient history and physical examination methods.

Knowledge of clinical medical procedures.

Knowledge of patient rights and ethical professional practices.

Skill in performing physical examinations, and routine clinical and emergency procedures.

Skill in utilizing appropriate laboratory techniques.

Ability to develop a therapeutic relationship with patients.

Ability to relate and interpret medical data.

Ability to identify normal and abnormal findings and initiate appropriate follow-up.

Ability to serve as a member of a team.

Ability to provide direction and leadership to others.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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### **Additional Knowledge, Skills, and Abilities**

#### **Physician Assistant 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

#### **Physician Assistant 12 (Senior Worker)**

Ability to perform on a recurring basis work that is of a highly complex nature.

#### **Physician Assistant 13**

Knowledge of a specialized medical area.

### **Working Conditions**

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

### **Physical Requirements**

The job duties require an employee to bend for extended periods.

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

The job duties require an employee to handle the physical demands of the work, including lifting and restraining patients.

### **Education**

Possession of a bachelor of science degree in medicine or completion of an equivalent professional physician assistant program.

### **Experience**

#### **Physician Assistant P11**

No particular type or amount is required.

#### **Physician Assistant 12**

One year of professional experience as a physician assistant.

#### **Physician Assistant 13**

Two years of professional experience as a physician assistant.

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**Special Requirements, Licenses, and Certifications**

Certification as a Physician Assistant by the National Commission on the Certification of Physician Assistants (NCCPA) and possession of a Physician Assistant license issued by the Michigan Bureau of Occupational and Professional Regulations.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
PHYSCNAST	Physician Assistant

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Physician Assistant-E	PHYASTE	W22-031
Physician Assistant-A	PHYASTA	W22-063
Physician Assistant-S	PHYAST2A	W22-064

ECP Group 2  
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